

CHAPTER 9  
POLICIES, PRACTICES AND PROCEDURES  
[Prior to 4/20/88, Regents, Board of[720]]

**681—9.1(262) Uniform rules of personal conduct.**

**9.1(1) Definitions.** For purposes of these rules, the following words shall have the meaning set forth unless the context requires otherwise.

“*Admission*” means admission, readmission, reentry, registration, and reregistration as a student to any educational program of the university.

“*Board*” means the state board of regents, state of Iowa.

“*Campus*” includes all property owned or used by the university.

“*Dismissal of a member of the faculty or staff*” means termination of status as an employee without right of reemployment.

“*Expulsion of a student*” means termination of status as a student without right of readmission.

“*Member of the faculty or staff*” includes all employees of the university.

“*Person*” means any student, member of the faculty or staff, or visitor.

“*President*” means the president (or acting president) of the university or any person or persons designated to act on the president’s behalf for purposes of these rules.

“*Student*” means a person who is currently registered as a student at the university in an undergraduate, graduate or professional program on the campus.

“*Suspension of a member of the faculty or staff*” means that during a specified period of time, the member of the faculty or staff is not eligible to continue as an employee of the university, or to resume employment status or to be granted admission as a student. Subject to other rules and regulations of each institution concerning continued employment by the institution, a member of the faculty or staff who has been suspended for a specified period shall be reinstated by the university at the expiration of the suspension period provided that during the suspension period the member of the faculty or staff has not committed acts of misconduct specified in 9.1(2). One under such suspension whose reemployment is denied on the basis of alleged acts of misconduct committed during a suspension period shall have a right to a hearing on that issue as provided in 9.1(3).

“*Suspension of a student*” means that during a specified period of time, the student shall be denied admission to the university or employment by it. Subject to the rules and regulations of each institution concerning enrollment at the institution, a suspended student shall be reinstated to the university at the expiration of the suspension period provided that during the suspension period the student has not committed acts of misconduct specified in 9.1(2). A suspended student whose reinstatement is denied on the basis of alleged acts of misconduct committed during this suspension period shall have a right to a hearing on that issue, as provided in 9.1(3).

“*University*” means an institution of higher learning under the jurisdiction of the board. When used in the plural, the word means all institutions of higher learning under the jurisdiction of the board.

“*Visitor*” means any person on the campus who is not a student or a member of the faculty or staff. A suspended member of the faculty or staff, or a suspended student, who is on the campus during the period of such suspension shall be deemed a visitor.

**9.1(2) Rules of personal conduct.** Any person, student, member of the faculty or staff, or visitor, who intentionally commits, attempts to commit, or incites or aids others in committing any of the following acts of misconduct shall be subject to disciplinary procedures by the university as hereinafter provided:

*a.* Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university or university-authorized function or event.

b. Unauthorized occupation or use of or unauthorized entry into any university facility. However, any entry into, use of, or occupation of any university facility by a student or member of the faculty or staff, which does not violate any of the other rules of personal conduct set forth herein, shall be deemed unauthorized only if specifically prohibited, if that facility is closed at that time to general use or if the person fails to comply with proper notice to leave.

c. Physical abuse or the threat of physical abuse against any person on the campus or at any university-authorized function or event, or other conduct which threatens or endangers the health or safety of any such person.

d. Theft of or damage to property of the university or of a person on the campus.

e. Interference with the right of access to university facilities or with any other lawful right of any person on the campus.

f. Setting a fire on the campus without proper authority.

g. Use or possession on the campus of firearms, ammunition, or other dangerous weapons, substances, or materials (except as expressly authorized by the university), or of bombs, explosives, or explosive or incendiary devices prohibited by law.

h. Conduct off campus which leads directly to a violation of any of paragraphs "a" to "g" of this subrule.

### **9.1(3) Sanctions.**

a. Any student or member of the faculty or staff who is found after appropriate hearing to have violated any of the rules of personal conduct set forth in 9.1(2) may be sanctioned up to and including suspension, expulsion, or dismissal.

NOTE: "Appropriate hearing" as used throughout these rules means pursuant to existing hearing procedures in effect at the university for students and members of the faculty and staff.

If a suspension is ordered after the start of a semester or quarter, however, the time period of the suspension shall be deemed to run from the beginning of the semester or quarter rather than from the actual date of the order. A faculty or staff member who is suspended shall receive no salary during the period of suspension; provided, however, that payment shall be made for work done prior to the date of the suspension order.

b. A person who applies for admission to or employment by the university (either for the first time, or after a term of suspension or dismissal) may be denied such admission or employment if it is found that such person has committed any acts of misconduct specified in 9.1(2) while a visitor on the campus. A person denied admission or employment under this section shall have a right to an appropriate hearing.

c. Any sanction imposed under 9.1(3) "a" and "b" shall have operative effect at all universities, and a person not eligible for admission to or employment by one university shall be barred similarly at the other universities.

### **9.1(4) Emergency power.**

a. The president is authorized to declare a state of emergency to exist at the institution upon a determination that violent actions or disruptive activities at the university are of such a nature as:

(1) To present a clear and present danger to the orderly processes of the university or to persons or property on the campus, and

(2) To require extraordinary measures to:

1. Safeguard persons or property at such institution, or

2. Maintain educational or other legitimate institutional functions.

b. The state of emergency shall cease to exist automatically 48 hours after it is declared unless the president, after reviewing the situation, determines that it should be extended, such determination to be made under the standards established in 9.1(4) "a"(1) and 9.1(4) "a"(2). Each extension shall be for a maximum period of 48 hours with a new determination being made for each extension. The president may declare the state of emergency to be over before the 48-hour period has run.

c. As soon as feasible after declaring a state of emergency, the president shall notify the board of actions taken.

d. Upon a finding by the president as set forth in 9.1(4) “a” the president is authorized to take such action as may be necessary to eliminate or alleviate a clear and present danger to the orderly processes of the university and to safeguard persons or property at the university or to maintain educational or other legitimate university functions including barring a particular person or persons from the campus.

**9.1(5) *Sanctions under emergency power.***

a. Any person who, after appropriate hearing, is found to have violated knowingly a presidential order issued as contemplated in 9.1(4) may be expelled or dismissed from the university.

b. Any person who, after appropriate hearing, is found to have violated during a state of emergency, knowing that a state of emergency has been declared, any of the regents’ rules of personal conduct, set forth in 9.1(2) of this policy, may be expelled or dismissed from the university.

c. Any person who, after appropriate hearing, is found to have violated knowingly a presidential order as contemplated in 9.1(4) and, knowing that a state of emergency had been declared, is found to have violated during the state of emergency any of the regents’ rules of personal conduct, set forth in 9.1(2) of this policy, may be expelled or dismissed from the university.

d. Any sanction imposed under this section shall have operative effect at all universities, and a person not eligible for admission to or employment by one university shall be barred similarly at the other universities.

**9.1(6) *Constitutional rights.*** The foregoing rules shall be construed so as not to abridge any person’s constitutional right of free expression of thought or opinion, including the traditional American right to assemble peaceably and to petition authorities.

**681—9.2(262) Transfers.** All transfer applicants from any institution of higher learning to a university governed by the board of regents are asked about their eligibility to return to the institution from which the applicant is transferring. If the applicants are not eligible to return, the following rules apply:

**9.2(1) *Transfers among regent institutions.*** Transcripts at all regent universities now include an appropriate notation if a student is ineligible for readmission or reenrollment. Admission is denied if the applicant currently is under disciplinary suspension or has been dismissed from one of the other regent universities for violation of the regents’ rules of personal conduct and is not eligible to reenter. Further, if such transfer applicant is currently on probation for having violated the regents’ rules of personal conduct at one university, the applicant, if admitted to another regents university is admitted on probation.

**9.2(2) *Transfers from nonregent institutions.*** If the application for admission or the transcript from another institution shows that the applicant is not eligible to reenroll there, further inquiry will be made to determine the reason. Such inquiry may lead to admission, conditional admission, or denial of admission. Appeals from the decision will be referred to appropriate university channels.

**9.2(3) *Applications from “visitors.”*** Under the regents’ rules of personal conduct, “visitors” to the campus who are believed to have violated the rules and who later apply for admission may be denied admission because of their prior conduct, subject to review if the denial is appealed by the applicant. An applicant who would be subject to such a denial and review at any university governed by the board of regents shall be subject to the same denial and review by the other two regents universities if application for admission is made to them. The three universities shall cooperate in making known the identity of such persons among all three institutions.

**681—9.3(262) Regents approved judicial system.**

**9.3(1)** If, in the university president's judgment, the university's disciplinary procedures are not adequate to the task of enforcement of rules governing conduct at the institution on any particular occasion, the president may temporarily set aside or supplement local administrative disciplinary procedures by appointing a hearing examiner from a panel of hearing examiners who have previously been approved by the board of regents.

**9.3(2)** The examiner so appointed finds the facts, and, if a violation is found, recommends to the president, or designee, as to sanctions. In the event review is sought from the president's decision, requests for review may be made to the board of regents, and the board may in its discretion review the case.

**681—9.4(23A) Policy on competition with private enterprise.**

**9.4(1) Policy statement.** A primary responsibility of the board of regents is to oversee institutions whose missions include the creation and dissemination of knowledge. These missions encompass teaching, research, and services. To fulfill their missions effectively, institutions under the control of the state board of regents occasionally provide goods and services which enhance, promote, or support the instructional, research, public service, and other functions to meet the needs of students, faculty, staff, patients, visitors, and members of the public participating in institutional events.

It is the policy of the board of regents that the institutions shall not engage in competition with private enterprise unless the activity will assist in the education, research, extension or service mission of the institutions.

All activities involving the sale of goods, services, or facility usage shall be in accordance with an authorization and statement of purpose approved by the chief business officer at each institution. This approval will be given only after review which demonstrates that one or more of the following conditions are met:

- a. The activity is deemed to be an integral part of the institution's educational, research, public service and campus support functions, and other educational and support activities.
- b. The activity is needed to provide an integral good or service which is not reasonably available in the community; or the activity is needed to provide an integral good or service at time, price, location, or terms which are not reasonably available in the community.
- c. The activity is carried out for the primary benefit of the campus community and is incidental to the education, research, service, or extension missions of the university.
- d. The activity is carried out due to the importance of maintaining the quality of the institution.

**9.4(2) Definitions.**

*"Institutions under the control of the state board of regents"* means the State University of Iowa, the University of Northern Iowa, Iowa State University of science and technology, Iowa School for the Deaf, and Iowa Braille and Sight Saving School.

*"Private enterprise"* means an individual, firm, partnership, joint venture, corporation, association, or other legal entity engaging in the manufacturing, processing, sale, offering for sale, rental, leasing, delivery, dispensing, distributing, or advertising of goods or services for profit.

**9.4(3) Policy in writing.** Each institution under the control of the state board of regents shall have in writing:

- a. A mechanism for reviewing proposed activities involving the sale of goods, provision of services, or usage of facilities to ensure that activities are consistent with board of regents policies; and
- b. A procedure for receiving, reviewing, and responding to inquiries about activities carried out by the institution.

**9.4(4) Prohibition.** State board of regents institutions shall not engage in activities provided by private enterprise except as provided below.

**9.4(5) *Exceptions provided by statute.*** This prohibition does not apply to the on-campus activities of an institution under the control of the state board of regents as provided in Iowa Code section 23A.2(10) “k”(1) to (10).

**9.4(6) *Exemptions.*** The state board of regents exempts the following activities from the prohibition against competition with private enterprise.

*a.* Goods and services that are directly and reasonably related to the mission of the institution including (activities such as):

(1) Conferences, institutes, outreach programs, specialized centers and other efforts and programs which provide continuing education;

(2) Child day care services and health services provided to members of the university community;

(3) Educational media, publication, distribution, and audiovisual centers and services;

(4) Family and guest housing;

(5) Laundry, custodial, maintenance, and similar services.

*b.* Goods and services offered to only students, employees, or guests of the institution or school and which cannot be provided by private enterprise at the same or lower cost, including (activities such as):

(1) Gift shops which offer a limited and specialized array of goods;

(2) Specialized instruction in the visual or performing arts;

(3) Dormitory-based shops which serve students and offer a limited range of goods.

*c.* The acquisition, maintenance, and use of institutional aircraft and a vehicle fleet maintained for the purpose of transportation for educational and related purposes, including field trips.

*d.* Durable medical equipment or devices sold or leased for use off premises of an institution, school, or University of Iowa Hospitals and Clinics when:

(1) The equipment is needed to initiate or effectuate a treatment regimen (i.e., implants); or

(2) The equipment is essential to a rehabilitation program (i.e., crutches, prostheses); or

(3) The equipment is of a specialized nature and is not reasonably available elsewhere (i.e., customized or adaptive equipment for the handicapped); or

(4) A short-term supply of equipment is provided to avoid disruption in a treatment regimen when a patient is discharged.

*e.* Goods or services which are not otherwise available in the quantity or quality required by the institution, including (activities such as) specialized course materials, equipment, supplies, software, and publications.

*f.* Telecommunications systems utilized for communications within the institution’s community of interest and broadcast and narrowcast communication systems, including microwave, fiber-optic and satellite communications.

*g.* Facilities, programs, and associated support services for fitness and recreation initiated and maintained primarily for the benefit of students, faculty, and staff.

*h.* Food services and sales located on campus and initiated and maintained primarily for the benefit of students, faculty, staff, and guests of the institution.

*i.* Sales of books, records, tapes, software, educational equipment and supplies offered primarily to students, faculty, and staff of the institution; sales of personal computers and associated hardware pursuant to institutional policy and limited to students, faculty, and staff.

**9.4(7) *Provision for consultation with community and related business interests.*** Each institution under the control of the state board of regents shall establish a mechanism for consultation with business interests in its community or area. This will involve the chief financial officer of the institution, and representatives of the institution, and will include the following:

*a.* Advising the institution on policies and procedures regarding the sale of goods or services which might compete with private enterprise.

*b.* Making recommendations, at the request of the institution, on particular activities.

*c.* Other duties as may be requested by the institution.

**9.4(8) *Appeal process.*** An appeal process is essential for resolving complaints involving competition with private enterprise.

*a.* A private enterprise which seeks to appeal an action or activity of an institution under the control of the state board of regents shall attempt to resolve the issue at the institutional level. The form of appeal to the institution shall be a letter to the chief business officer.

*b.* If the private enterprise is dissatisfied with the institution's response, the private enterprise may notify the executive director of the state board of regents and request assistance. This request shall be in writing and shall describe the action or activity which is being appealed.

*c.* The executive director may then take action to assist the private enterprise and the institution in resolving the issue.

*d.* If the issue remains unresolved, the executive director, at the request of the private enterprise, may docket the matter for review by the board of regents. If the matter is docketed, the executive director will prepare a recommendation for the board of regents to consider. A copy of the recommendation with notice of the time, date, and place of the meeting for which the matter has been docketed shall be transmitted to the private enterprise and the institutions prior to the meeting.

*e.* Board of regents action shall constitute a final agency action.

This rule is intended to implement Iowa Code chapter 23A.

### **681—9.5(262) Policy on telecommunications.**

**9.5(1) *General.*** The regents institutions will cooperate with the Iowa telecommunications network by seeking opportunities for access to its various delivery systems. Each institution will assign the responsibility for coordinating access to a specific agency on campus. The regents institutions will collaborate, as appropriate, in research efforts and pilot projects designed to explore innovative and cost-effective ways to utilize telecommunications as an instructional tool for the benefit of education in Iowa.

Each institution will encourage its colleges and departments to consider appropriate uses for instructional applications of telecommunications and related technology, as well as to encourage its faculty, staff, and administration to consider telecommunications for the distribution and reception of educational communications as, for example, professional development seminars and workshops.

Current policies and procedures within each institution governing the planning and offering of courses will apply to utilization of delivery systems available through statewide and other telecommunications networks. In such applications, each institution's colleges and departments will retain all prescribed autonomy in the choice of subject matter content, faculty, credit, and student requirements, as well as the right to withdraw a course in the interests of accuracy and currency.

**9.5(2) *University of Iowa telecommunications policy.***

*a. General.* It is the policy of the university to integrate the use of telecommunications and associated technology for credit and noncredit activities into existing academic and administrative structures, relying on established policies and procedures whenever possible. The various electronic media provide additional means for program delivery for courses in which the content and instructional method can be adapted with no loss of quality or effectiveness. University origination and transmission facilities have been designed to intrude as little as possible in the process of instruction and to allow maximum flexibility in faculty teaching styles and preferences. The university encourages its colleges and departments to consider the use of instructional telecommunications for the distribution and reception of credit and noncredit activities as appropriate.

*b. Administration.* The division of continuing education will coordinate the use, operation, and maintenance of university telecommunications origination and transmission facilities. As part of the coordination, the division will establish liaison with appropriate state, regional, and national networks; serve as the university contact for and promote collaborative efforts among the regents universities and other appropriate agencies and institutions; and serve in an advisory capacity for those who utilize university instructional telecommunications facilities.

*c. Coordination of access to the Iowa educational telecommunications network.* As a means of facilitating efficient and effective utilization of the statewide telecommunications network by faculty and staff, overall coordination responsibility has been assigned to the division of continuing education.

*d. Video origination and production facilities and services.* The university video center has primary responsibility for providing video production and origination services for university faculty and staff.

*e. Audio origination and production facilities and services.* The university broadcasting services has primary responsibility for providing audio production and origination services for university faculty and staff, and for the operation and maintenance of university audio and video transmission systems.

*f. Credit courses.* The approval of courses for delivery by telecommunications media will conform to established procedures for off-campus offerings. The appropriate academic departments and colleges approve the offering of all proposed courses.

*g. Noncredit courses, conferences, and institutes.* The approval of noncredit activities for delivery or reception by telecommunications media will conform to established guidelines and procedures for on-campus activities as specified in the university operations manual (section 40.070), and the following center for conferences and institutes guidelines:

The primary purpose of a university conference is to provide a learning experience at university level...not to conduct organizational business, hold conventions or sales meetings, elect officers, or pass public resolutions. The program must be educational in nature and academically acceptable to the university.

The conference must be sponsored by an academic division or service unit of the university or, if interdisciplinary, by the director of conferences.

Video teleconferences may be sponsored by the center for conferences and institutes in cooperation with a department, when appropriate, or the division of continuing education.

An appropriate part of the program should be conducted by faculty members of the University of Iowa.

*h. Interregental cooperation.* To ensure the design, development, and distribution of accessible and affordable programs through cooperative use of the collective resources of the regents institutions, the University of Iowa will cooperate with the other regents universities in an effort to contain costs in the delivery of courses by telecommunications, to achieve effective utilization and coordination of the expertise and resources available at each of the institutions, and to minimize duplication in programming among the institutions.

The division of continuing education will serve as the university contact in promoting and coordinating collaborative efforts with the other regents universities.

**9.5(3) Iowa State University telecommunications policy and procedures.**

*a. Commitment to instructional technology.* Iowa State University has recognized the need to support and encourage the use of telecommunications and instructional technology since the 1960s. More than three decades ago, a campus cable network was installed to provide TV instruction to selected classrooms, originating in WOI-TV studios. In the late 1960s, the College of Engineering began to produce and distribute videotaped lectures to distant learners in industry. More recently, broadcast television, audio telebridge, and videotaped programs have been used to present off-campus credit and noncredit courses in all disciplines to Iowans in every part of the state. The university has constructed the first video satellite uplink in Iowa for instructional, informational, and extension applications; established a campuswide telecommunications system encompassing telephone, digital and broadband video communications, as well as fiber optics capability; and added a second video satellite uplink.

*b. Promoting telecommunications.* The advent of a statewide telecommunications network, established in conformance with 1987 Iowa Acts, chapters 211 and 207, is viewed on campus as one more alternative for expanding the university's ability to provide instruction and other information affecting social and economic development throughout Iowa. The university will provide funding for the technical and electronic support necessary to establish communication links between the campus and the network. Iowa State University will encourage collaborative efforts among the regents institutions involving the statewide telecommunications network. Requisite to this objective will be early establishment of liaison and communication links with the appropriate telecommunication representatives at each institution and designated state agencies.

Consistent with its past and present performance, Iowa State University will promote strong consideration among its various colleges, departments, and agencies for using the state's network wherever appropriate and cost-effective. When the complete network is operational, the university will use systematic means to advertise its existence among campus interest groups through existing brochures and pamphlets and new informational materials, through designating an existing campus agency as a permanent source of information about the network, and through routinely reporting to faculty and staff on its use by colleagues.

*c. Credit and noncredit courses.* All credit and noncredit courses prepared for off-campus use are administered through the office of continuing education (OCE). This agency has the concomitant responsibility for selecting, in conjunction with the originating department, the delivery system through which to reach the target audience. Use of the statewide telecommunications network for the university's continuing education programming will fall within the province of OCE's decision-making responsibilities. As with the current use of technology, the principal determinants for selecting the statewide telecommunications network will be as follows:

- (1) Comparative study of available delivery systems;
- (2) Cost savings;
- (3) Ease of access, operation, and audience attendance;
- (4) Logistical assistance in reaching audience;
- (5) Special course requirements; and
- (6) Cancellation contingencies.

*d. Continuing current policies and procedures.* When the statewide telecommunications network is selected as the delivery system, as with alternative systems, the originating college and department will retain exclusive jurisdiction over all decisions pertaining to the instructional development process, including the choice of subject matter content, faculty, credit, CEU's student/participant requirements, and course or conference revision or withdrawal. In further recognition of faculty and staff concerns, the educational materials involved in statewide telecommunication applications will be subject to the "Policy on University Sponsored Educational Materials," as approved by the state board of regents and reproduced in the faculty handbook.



*e. Designated coordinating agency.* As a means of facilitating efficient and effective utilization of the statewide telecommunications network by ISU faculty and staff, the university has appointed the media resources center as its principal agency on campus responsible for arranging access to the system. This agency will assume an advisory role to interested users as well as represent a campus information source on statewide telecommunications. Additional responsibilities will include: establishing liaison with the network's management; maintaining scheduling information; conducting financial transactions; engaging the campus technical support required for origination or reception of telecommunications transmissions; and handling ISU's part in any collaborative effort among the regents institutions involving the statewide telecommunications network.

*f. College of education.* Since the statewide telecommunications network will likely function as a major source of elementary and secondary school curricula and instruction, ISU's college of education will continue to explore ways in which its faculty members are able to use this delivery system as a direct channel for teacher training and improvement, curriculum information, teleconferencing with school personnel and, where appropriate, teaching K-12 subject matter.

*g. Central administration support.* Innovative applications of instructional technology depend frequently on encouragement and support from the central administration. To stimulate interest in using telecommunications for instructional—as well as other informational—applications, the institution will explore all possibilities for funding selected pilot projects, research studies, outreach programming, administrative meetings, professional development seminars, and teleconferences involving the statewide telecommunications network. The media resources center will be responsible for soliciting and processing such requests on behalf of the central administration.

**9.5(4) University of Northern Iowa telecommunications policies and procedures.**

*a.* The University of Northern Iowa supports the development of the statewide educational telecommunications network as a means of voice, picture, and data communications with other educational institutions within the state and on a national and international basis. The university views the use of the network as an additional alternative delivery system for academic and nonacademic outreach activities including, but not limited to, credit and noncredit courses, conferences, professional development seminars, workshops, cultural events, and economic development activities. In addition, the university's Malcolm Price Laboratory School is uniquely qualified to offer innovative and specialized elementary and secondary classes.

*b.* The university encourages departments/colleges/administrative units to consider all delivery alternatives for outreach activities. The choice of a delivery system will be based upon the capability of a system to effectively and to efficiently deliver communication to a specified audience.

*c.* The university encourages the use of the state educational telecommunications network as a delivery system for outreach activities when appropriate.

*d.* Consistent with current education policies, the originating department/college/ administrative unit will be responsible for all decisions related to program objectives, content, audience identification, staffing, credit, participant requirements, and program revisions.

*e.* All university credit and noncredit courses, conferences, and workshops offered off campus will be coordinated through continuing education. Choice of delivery system and other logistical arrangements will be the joint responsibility of the originating department/college/administrative unit and continuing education.

*f.* The university will support a campus system for the origination, distribution, and use of telecommunications. The campus telecommunications system will have complete interface capability with the state educational telecommunications network.

g. The educational media center will have administrative responsibility for the campus telecommunications system and will serve as a coordinating agency with the state educational telecommunications network. Coordinating responsibilities will include consultation on network utilization; planning, scheduling, and providing access to the network; managing financial transactions necessary for network utilization; providing technical support for origination, distribution, and utilization of telecommunications; and collaborative efforts with other educational institutions.

h. The university will support innovative applications of educational technology including telecommunications by funding selected research studies, pilot projects, professional development activities, and conferences.

i. The university will encourage and support interinstitutional and statewide cooperation in the use of educational telecommunications.

**681—9.6(262) Notification to students on increases in tuition, fees, or charges.**

**9.6(1)** Not less than 30 days prior to action by the board on any proposal to increase tuition, fees, or charges at one or more of the institutions of higher education under its control, the board of regents shall send written notification of the amount of the proposed increase and a copy of the memorandum relating to the proposed increase to the elected president of the government of the student body at each affected institution. The materials shall be sent to the person identified by each institution as the student government president and transmitted to the student government office listed in each university directory.

The final decision on the increase in tuition for a fiscal year shall be made at a regular meeting which is to be held in one of the three universities' cities but is not to be held during a university holiday or break.

**9.6(2)** If a proposal to increase tuition, fees, or charges at one of the universities is increased from the previous meeting's written proposal, or a new fee or charge is proposed, student leaders shall be sent copies of the agenda materials, and an additional 30 days' notice to students will be scheduled prior to board action on that portion of the proposal.

**681—9.7(262) Distribution of docket information.**

**9.7(1)** The statewide student organization representing the student government of each regent university shall be provided a copy of the docket of the board of regents on Friday preceding each meeting of the board of regents. Further, a copy of the docket shall be mailed on the Friday preceding the meeting to the elected president of the government of the student body at each university at the student government office listed in each university directory.

**9.7(2)** Legislators from the communities in which regent institutions are located, the majority and minority leadership in both houses, and legislators in the community where the board of regents meeting is to be held shall be provided a copy of the board's agenda five days in advance of the meeting.

These rules are intended to implement Iowa Code section 262.9(18) and chapters 262 and 23A.

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◇ Two ARCs

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